California Statewide Groundwater Monitoring Elevation Monitoring System

Online Help (Version 1.0)

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CASGEM System Overview

The California Statewide Groundwater Elevation Monitoring (CASGEM) Online Submittal System was developed to help local agencies comply with the provision of Water Code Section XXXXX, et. seq. The system functionality as of mid-December, 2010 includes:

- Create, edit, and submit notifications to become a Monitoring Entity
- Create and manage user accounts
- Create and manage agency information

Future phases will add the following features:

- Groundwater monitoring plan submittals
- Groundwater elevation data submittals
- Groundwater elevation data reporting

General Steps for CASGEM Notification

- Set up your CASGEM Submittal account
- Identify your organization and provide your contact information
- Select monitoring entity authority that best describes you (Water Code Section 10927)
- Identify your monitoring area and submit shapefiles
- Identify any Cooperating Agencies that will assist you with CASGEM data collection
- Identify and authorize your CASGEM System Users to view or enter data to your CASGEM account
- Submit documentation to verify your authority to serve as a Monitoring Entity
- Submit your completed Notification to DWR

How to Log On

The login page allows both new users and returning users of registered prospective Monitoring Entities to sign into the system. New users should click the "Register Agency and User" link to enter their agency and user account information. After the account is created, the user will be directed back to the login page to sign in. Users who have previously registered and have an account will enter their account identification (e-mail address) and password in the identified fields and click the "Login" box to enter the system. If you have forgotten your password, can click the "Forgot your password?" link to have a temporary password e-mailed to you.

Register Agency and User

The first user for an agency becomes the initial administrator for that agency. The system asks the first user to confirm that they have the necessary privileges to be an administrator for the organization. Each prospective Monitoring Entity must designate an administrator who will be responsible for creating and maintaining the monitoring entity's profile and user accounts. If you are an administrator, you must do the following general steps to register your agency and users with DWR:

- Select "Register Agency and User"
- Enter your Agency details
- Create user accounts for each user in your agency that needs access to the CASGEM system, including yourself
- Assign roles to each user that define who can view, edit, or submit information:
    - Users who are assigned to the Administrator role can manage agency account information, create and manage user information and their privileges, and start, view, edit and submit notifications
    - Users who are assigned to the Contributor role can start, view, edit and submit notifications, and edit their own user information
    - Users who are assigned to the Read Only role can view notifications, and edit their own user information

The "CASGEM: Register Agency and User" page is split into two data entry forms: "Agency Details" and "Account Owner Information". All data entry fields with a red asterisk following the description MUST be completed. When the two forms are completed, the user clicks the "Register Agency and User" button. If any of the required information is not provided, the user will be prompted to enter the missing fields.

Setting an account password

Account passwords must follow these guidelines:

- Password length must be minimum 7 characters.
- Should not include user name or full name.
- Should include at least three of
    . one upper case letter
    . one lower case letter
    . one numeric character
    . one special character

If an entered password is not consistent with the password guidelines, the user will be prompted to enter a password that meet the guidelines.

Home Tab

After a registered user successfully logs into the system, they are taken to the "Home" Tab – one of four tabbed pages accessible on the CASGEM System. The other tabs are:

- "CASGEM Submittal", for entering information required for Monitoring Entity Notification.

- “Agency Profile”, for entering or editing information for your Agency.
- “User Profile”, for creating and managing users and their CASGEM accounts.

CASGEM Submittal Tab

The CASGEM Submittal Tab is where a prospective Monitoring Entity can start a new notification, edit open notifications, or view submitted notifications. If a prospective Monitoring Entity has previously visited the CASGEM System and created notifications, information about the notifications will be displayed in the table labeled “Registered Basins”, including basin number and name, the status of the notification, the date the notification was last edited, and the user who last edited the notification. To view an existing notification, click on the “View” link beneath the “Access” heading shown at the far right of the table. If your user account has Contributor or Administrator privileges, you will be able to edit notifications whose status is “open.” Note that edits cannot be made to “submitted” notifications.

To start a new notification, click on the “Start Notification” button. Only Administrators and Contributors of prospective Monitoring Entities can create or edit a notification. Cooperating agencies that collect data but do not submit data to CASGEM as a Monitoring Entity should not enter or edit basin registration information. An alert box will appear, prompting you to verify that you are a Monitoring Entity. If you confirm that you are a Monitoring Entity the notification process will be initiated; otherwise you will be directed back to the CASGEM home page.

Upon initiating the “Start Notification” process, you will be taken through a series of data entry pages to complete the basin notification submittal as follows:

- Basin Details Page – Supply information about monitoring authority, basin, sub-basin, or portion of basin, and upload GIS shape files
- Add Cooperating Agency Page – Supply information about any cooperating agencies involved with the proposed monitoring program
- Required Documents Page – Upload documents acknowledging compliance with Water Code requirements for Monitoring Entities and other information relevant to the notification
- Submit Notification Page – Electronic certification of the submittal

Basin Details Page

The Basin Details page displays basins that are included in a notification. If this is a new notification, the “Basins” table will be blank. If you are reviewing an existing notification, the table displays information about the basins that have been selected for inclusion in the notification. Click the “Add” button to reveal a data entry form which allows you to add a new row to the “Basins” table. You will be prompted to provide information as follows:

- Authority Type: Select the type of groundwater monitoring authority as specified in Water Code Section 10927 from the dropdown menu.
- Cooperating Agencies: Answer yes or no as to whether there are cooperating agencies involved in monitoring the specific basin, sub-basin, or portion of basin.
- Region of Basin: Select the hydrologic basin from the dropdown menu in which the groundwater basin, sub-basin, or portion of basin exists.

- Basin Number and Name: Select the Groundwater Basin Number and Name (as described in Bulletin 118, Update 2003) from the dropdown menu.
- Is data being submitted for the entire basin/subbasin?: Select yes or no, depending on whether this notification is intended to cover the entire area of the basin or subbasin. If “no” is selected, the user is asked to enter a “Basin Portion Name” to which this notification applies. The basin portion name is chosen by the Monitoring Entity. The chosen name does not have to match or comply with Bulletin 118 conventions.
- Do you have shape files?: If you have GIS shape files for the basin, click the “Select” button to upload the appropriate shape file (files with extensions .dbf, .shp, .shx, .prj, .sbn, .sbx). You will be prompted to navigate to the location of the files on your computer; follow the prompts to upload your shape file. If you do not have a shape file, select the “No” option and enter in the textbox the reason why a it cannot be submitted at this time.

After you complete the steps above, click the “Save” button. The basin for which you just created a notification will now appear in the “Basins” table. You can add more basins, subbasins, or portions of basins to your notification by clicking the “Add” button. If you make a mistake while adding a basin, you can remove the entry by clicking on the “Delete” link in the Basins table. When you have finished adding all the basins that are part of your notification, click the “Next Page” button to proceed to the “Add Cooperating Agency” page.

Add Cooperating Agency Page

If you have indicated that a cooperating agency or agencies will be involved in your monitoring program, the CASGEM system will direct you to the Add Cooperating Agency Page to identify those agencies and associate them with a basin or basins in your notification. A table of agencies already defined within the CASGEM system is presented. The agency table displays the name and contact information of the agencies and whether they are already associated with basins in the notification. Rows in this table may be sorted by clicking on the desired table column headings. If your cooperating agency is displayed in the table, you can associate it with the proposed basin to be monitored by clicking on the “Associate Agency” link. A dropdown list containing the basins for the notification will appear on the screen. Select and confirm the basin that will be associated with the specific Cooperating Agency.

If the Cooperating Agency is not in the table click the “Add New Agency” button, to reveal a data entry form that allows you to enter its information. When the Cooperating Agency information entry is complete, click the “Save Agency” button and the agency will be added to the table. You may then click the “Associate Agency” link to associate this Cooperating Agency with a basin. Note that after you create an agency an “Edit Agency” link appears in the Edit column of the table. The edit links are available only for agencies that you create. If you see information for an agency created by someone else that you think is erroneous, contact DWR to report the problem (see Further Help at the end of this document).

The association of a Cooperating Agency with a basin can be cancelled by clicking on the “X” icon in the “Remove Association” column.

When you finished associating Cooperating Agencies with basins, click the “Next Page” button to proceed to the “Required Documents” page.

Required Documents Page

Depending on the type of authority chosen by a prospective Monitoring Entity, one or more documents must be uploaded to the CASGEM system to support and/or verify the notification. The "Required Documents" page prompts you for these documents, showing the list of required documents at the top of the page. Click on the "Select" button to open a dialog box and use it to navigate to the file on your computer. Highlight the file you want to upload then click the "Open" button to return to the "Required Documents" page. Next, select the applicable document category from the "File Category" dropdown menu and enter any pertinent comments in the "Remarks" box. Click the "Save File" button to upload the document to the CASGEM system. Continue selecting and saving documents until all the required documents have been uploaded. If necessary, you may upload more than one file for a particular category of document. Once uploaded, a file can be downloaded or deleted by clicking the appropriate field in the "Attached Files" table, shown at the bottom of the page.

After you finish uploading the required documents, click the "Next Page" button to proceed to the "Submit Notification" page.

Submit Notification Page

The final step in Monitoring Entity notification is to submit your notification. Type your name in the provided text box and click the "Submit Notification" button to complete the process. NOTE: **once the notification is submitted it cannot be edited or updated. Be sure that the details of the notification are correct before clicking the "Submit Notification" button.** After completing this step, you will be returned to the main "CASGEM Submittal" page. From here you can start a new notification, view an existing submitted notification, or edit an open notification.

Agency Profile Tab

The Agency Profile Tab allows you to enter or edit their details about your agency, such as addres and contact information. The information is presented as an editable form. After making the desired changes, click the "Update Monitoring Entity" to save your changes. Agency Profile updates can only be made by users assigned to the Administrator role.

User Profile Tab

The User Profile Tab allows users to enter or edit their personal details, such as address and contact information, as well as update their password. Administrator scan use this form to add new users, assign or update user roles, and update the contact details of existing users. The information is presented as an editable form. To add a new user, enter the appropriate information into the form and click the "Add User Profile" button. The new user's information will appear in the "Agency Users" table below the form.

Most of the fields on the form are self-explanatory, such as name, address, phone number and email address. However, users with Administrator privileges can also set or clear certain flags for users, which are denoted by a row of checkboxes near the middle on the form. A checked checkbox indicates that the value of the test condition is true. The "Is User Locked?" flag is set when a user has exceeded the maximum number of unsuccessful login attempts to the system. The "Is User Active?" flag is set when a user is no longer part of an agency and his/her account needs to be disabled. The "Is Primary Contact" is set when the user should receive messages and notices from DWR and/or the CASGEM system. Administrator users can set these flags as appropriate for the business needs of the agency.

After making your changes, click the “Add User Profile” to save new user information or “Update User Profile” save user information changes.

Further Help

If you need additional help, the please contact the following individuals in appropriate DWR Regional office:

Northern Region Office, Kelly Staton, staton@water.ca.gov , (530) 529-7344

North Central Region Office, Chris Bonds, cbonds@water.ca.gov , (916) 376-9657

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